



## **JOB DESCRIPTION: School Business Manager (Bursar)**

**Grade: PS 3 (38-41) subject to review (Term Time Only plus ten days)**

What follows is a list of responsibilities which the postholder at Ysgol Friars may be required to undertake. It represents an agreement between the school's management and the postholder which may be subject to renegotiation by either party should there be a change in management or a new appointee. The list further represents a list of responsibilities which cannot be carried out simultaneously and is therefore subject to prioritisation by school management or the varying demands of different periods of the academic year. It is also subject to the terms of the appointee's contract and any local agreements with the LEA.

### **Responsible to:**

The Headteacher is responsible for the deployment and management of all staff employed to work at the school and his authority may be delegated to other members of the Senior Management Team. On a day to day basis, you are directly accountable to the Headteacher.

**Disclosure Level:** Enhanced (DBS)

### **RESPONSIBLE FOR:**

Maintain the school budget including managing contracts and salaries via Finance admin and payroll, having responsibility for premises and its maintenance.

### **KEY PURPOSES OF THE JOB**

- Manage, maintain and develop the premises and financial procedures and systems of the school in co-operation with the Headteacher and School's Governing Body, ensuring that all legal and safety requirements with regard to people and property are met.
- Line manager for premises staff and administration team.
- Responsible for the school site and its buildings, their maintenance, development, efficient use and ensure that health and safety requirements are met.
- Undertake any duties not listed below that are commensurate with the level of responsibility of the post as directed by the Headteacher or Governing Body.
- Operate and have oversight of the FMS and SIMS Management System used within Ysgol Friars

### **General**

- Contribute to and take direction from the Headteacher and the schools' Senior Management Team (SMT) to ensure effective, efficient functioning of the school
- Attend Operational Management meetings and Finance Committee meetings as required.

- Assist the Clerk to the Governors in the efficient discharge his/her duties Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School's Governing Body.
- At all times operate within the school's Equal Opportunities-policy.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Advise and update any relevant policies on an annual basis relating to finance and premises

## **Financial**

- Maintain the School's financial systems (FMS) and accounts, in line with any existing practice, ensuring best practice principles are followed, providing efficient financial information to the Headteacher, Governors and budget holders to support all strategic planning.
- In conjunction with the Headteacher, prepare the annual budget for approval by the Governing Body.
- Prepare for approval by the Governors the annual estimates of income and expenditure.
- Monitor expenditure and income in all accounts against budgets and alert the Headteacher to any concerns or potential overspends.
- Prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- Ensure timely production and issue of financial reports and returns as required by the Local Authorities who place pupils within our setting.
- Monitor all accounting procedures and resolve any problems. This includes:
  - the operation of all bank accounts, ensuring that regular bank reconciliations take place
  - the maintenance of an assets register
  - supporting the finance administrator in the preparation of invoices and collection of fees and other dues
  - making necessary claims etc. (e.g. to staff sickness insurance providers, organisations providing temporary secondments to staff etc.)
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the school.
- Work in collaboration with the school's auditors in the preparation and audit of the Annual Accounts
- Regularly and systematically review all contracts and report and recommend actions to the Headteacher and Governing Body to ensure best value.
- Complete any benchmarking activities to ensure value for money and make recommendations to Headteacher and Governing Body
- Lead any tendering processes, ensuring all LA procedures are met.
- Take the lead on any Data protection / freedom of information acts requests alone with designated data protection officer in relation to finance
- Prepare all financial returns for the WG, LA , GwE and other agencies within statutory deadlines.
- Advise the Headteacher on all financial matters and report on the financial feasibility of particular projects.
- Line Manage the Finance Support Officer in the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors
- Be the point of contact with the WG, LA or other agencies with regard to grant applications, gifts and other donations.

- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Maximise income generation within and provide support to staff in the writing of bids and in liaison with the Headteacher manage income generating activities of the school.
- Advise the Headteacher, SMT and Governors on all matters relating to pay and expenses;
- Prepare statistical information and reports required by the Headteacher, SMT, WG and LA including the pupil level annual school census data (Plasc)

### **Accounting and Finance**

- Recover outstanding debts owing to the school and devise strategies to minimise any debts owed.
- Deal with a range of telephone queries of a financial nature from parents and external agencies whenever necessary.
- Deal with any financial emergency brought to their attention, deciding on the best course of action and either dealing with the situation if appropriate or advising the Headteacher.
- Managing all lettings and community use of the school's facilities.

### **Payroll**

- Being responsible for coordinating information for the payroll service used by the school via Gwynedd Council.
- Carrying out new and annual teacher salary assessments with the Headteacher.
- Liaising with Gwynedd Council to direct the payroll regarding the correct and timely payment of staff salaries, including the administration of claims for travel, overtime, lunchtime supervision etc.
- Liaise with Gwynedd Council to direct the payroll with regard to the operation of various pension schemes and other deductions in which the school participates.
- To administer the DBS-procedures on behalf of Gwynedd Council in ensuring that all members of staff directly employed by the school have appropriate DBS clearance

### **Premises**

- Coordinate and manage the work of the premises staff, ensuring efficient operation of the school premises and adequate and reliable communications between premises staff
- Maintain holiday records as necessary (for ancillary staff).
- Organise appropriate training and development for members of the ancillary staff whenever necessary
- Oversee the maintenance of the school sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property;
- Oversee the security of the School site.
- Work with Headteacher and Deputy Headteacher (Curriculum) to draw-up outline specifications for new buildings/works, obtaining tenders & planning permission, and liaison with building contractors and the school's professional advisors.
- Overseeing the School's caretaking and cleaning, including quality control.

### **Professional Standards**

- Support the aims and ethos of Ysgol Friars and carry out the school's strategic plan
- Treat all members of the school community with respect and consideration

- Treat all pupils fairly, consistently and without prejudice
- Take responsibility for personal professional development within the School's CPD programme
- Undertake duties that may be reasonably assigned by the Headteacher (directly or indirectly)

You are expected to act in accordance with the aims, policies and administrative procedures of Ysgol Friars.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies.

These details may be amended at any time by agreement, but in any case will be reviewed through the ancillary appraisal process.

**The job description and allocation of particular responsibilities may be amended by agreement from time to time.**